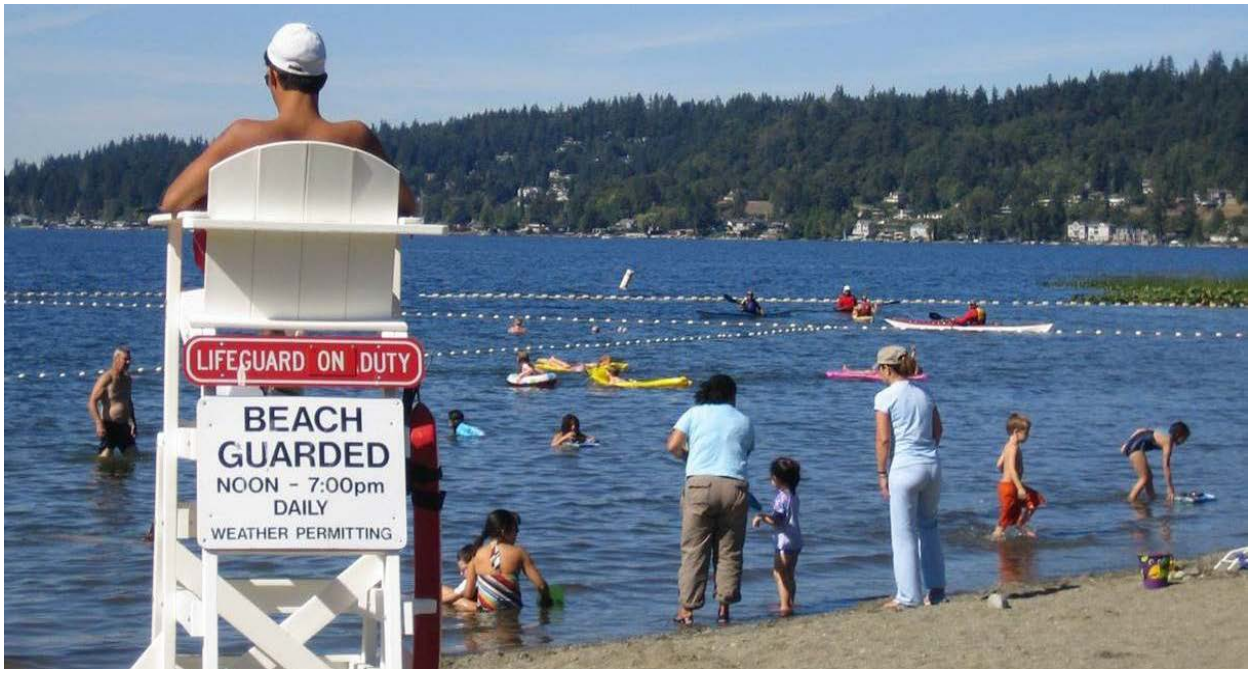
Washington State
Designated Swim Area Guidelines



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Washington State Department of Health

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Introduction

Washington State has many open water areas, such as lakes, rivers, and the Puget Sound. Swimming, boating, kayaking, and other open water recreation activities are popular pastimes for many residents and visitors.

Enjoying Washington State's open waters has risks. Most drownings in this state occur in open water. For drowning deaths reported in the news from January to September 2012, 41 percent occurred in rivers and streams, 36 percent in lakes and ponds, and 19 percent in marine waters.

Designated swim areas provide an opportunity for safer water recreation. These open water areas are designed and operated for swimming and playing. They are defined by a boundary and have shallow and deep areas, with a gradual slope and no sudden drop-offs. Some swim areas have lifeguards to monitor and protect visitors from injury and drowning.

Unlike public health-regulated pools, designated swim areas have few regulations addressing safe design and operation. Currently, the Washington State Administrative Code 246-260-180 only regulates sanitation and water quality for designated swim areas. As a result, there are differences in operation, design, and management across the state. Federal, state, and/or local agencies and organizations can be responsible for designated swim areas and may have different policies and procedures.

Purpose of Guidelines

The Washington State Designated Swim Area Guidelines were developed to:

- Increase access to safer water recreation.
- Decrease open water drowning fatalities and injuries.
- Encourage standards for designated swim areas across the state, similar to public health-regulated pools.

The guidelines are part of a statewide drowning prevention policy and systems change project led by the Washington State Department of Health Injury and Violence Prevention Program and Seattle Children's Hospital.

Developing the Guidelines

The Washington State Drowning Prevention Network's (DPN) Safer Sites Working Group developed the guidelines. The working group met for over a year to:

- *Identify and Review Existing Guidelines:* The working group identified and reviewed over 20 state and county guidelines and regulations.
- *Select Guidelines:* The working group discussed existing guidelines and regulations, identified guidelines that fit Washington State, and compiled them for review.
- *Review Guidelines with Experts:* DPN members, beach managers and administrators, injury prevention and water safety experts, and stakeholders reviewed the guidelines. The guidelines were revised based on feedback.

The guidelines will be regularly reviewed and revised to reflect changing research, laws, and information on water recreation safety and designated swim areas.

Some of the key resources used to develop the guidelines include: the 10 State Standards, the New York State Sanitary Code for Bathing Beaches, the US Army Corps of Engineers, the Washington State Environmental Health Directors' Guidance for Recreational Waters and Beaches, the United States Lifesaving Association (USLA) Guidelines for Open Water Lifeguard Agency Certification, the United States Lifeguard Standards Coalition (USLSC), and the

draft Centers for Disease Control and Prevention (CDC) Model Aquatic Health Code (MAHC). A complete list of guidelines and regulations reviewed is available in the references section.

Using the Guidelines

These voluntary guidelines can be used by beach managers and open water recreation administrators, local health jurisdictions, local parks and recreation departments, and others to:

- Develop new and improve established designated swim areas.
- Develop new and strengthen established designated swim area policies and regulations.
- Advocate for funding and resources to develop or improve designated swim areas.
- Advocate for designated swim area policies and procedures.

The intention of these guidelines is to help minimize drowning and injury risk at open water designated swim areas (such as lakes, rivers, and other non-surf beaches). Using the guidelines is voluntary. When using the guidelines, consult with beach managers, risk management, and others with specialized knowledge as needed. Local jurisdictions are responsible for any changes made to their designated swim area.

Acknowledgements

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Washington State Drowning Prevention Network (DPN)

The DPN, established in 1994, provides a forum for organizations to work together on water safety and drowning prevention. The Washington State Department of Health Injury Prevention Program, Safe Kids Washington, Washington States Parks Boating Program, Public Health Seattle & King County, and Seattle Children's Hospital co-lead the DPN. To join the network, email DrowningPrevention@seattlechildrens.org.

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Learn more about drowning prevention at www.seattlechildrens.org/dp.

1 Designing Designated Swim Areas

The design of a swim area can enhance safety and health and reduce the risk of drowning death and other injuries. There are many design issues to consider when developing and operating a designated swim area. Some of these considerations include the anticipated or known number of visitors, size of the area, boundaries marking the area, removal of obstructions and sudden drop-offs in the water, and restrooms and changing facilities.

The guidelines in this section can help you design a new designated swim area or improve the design of an established designated swim area.

Bather Capacity

Warm weather, the size of parking lots, the size of neighboring communities, availability of public transportation, and other factors affect the number of people who visit a designated swim area. While it may be hard to know how many people will use a designated swim area, designing the site with the anticipated normal bather load helps to maintain good water quality and to establish lifeguard staffing levels. To calculate bather capacity, the following is recommended:

- *Less than 5 feet Water Depth* – 25 square feet of water surface area per bather.
- *Greater than 5 feet Water Depth* – 75 square feet of water surface area per bather.
- *Diving Area* – To determine total visitor load, subtract a minimum of 300 square feet around the diving platforms from the total visitor load of the water surface area.

Sometimes bather capacity may exceed the normal bather load. Some techniques to manage a high bather load include increasing the number of lifeguards and strategic placement of lifeguards, using short breaks to clear people out of the water, providing life jackets, and closing the deep end of the swim area.

Water Surface Area

Environmental contaminate factors, such as sewage treatment systems, agricultural pollutants, storm water runoff, adjacent creeks and rivers, on-site sewage leaching, animals, humans, and other factors have the potential to affect water quality. In Washington State there have been

several large disease outbreaks related to poor water quality and to ill swimmers contaminating the swim area.

Generally, a large body of water with flushing action and no upstream sources of contamination can accommodate heavy bather capacity and reduce the impact of contamination from bathers and other sources. When seeking a site for a new designated swim area, a body of water that is hundreds of acres in surface area, has good water replenishment (regular flushing with incoming high quality streams or current) with a relatively light contaminant load is ideal.

A smaller body of water, such as a 4 acre pond, is not ideal because the bather load and other environmental contaminants may reduce the water quality. With a smaller body of water, bather load can have a greater impact on water contamination than it would on a larger body of water. When working with a small pond of 4 acres or less, use a minimum dilution of 100 gallons of an added alternative fresh water source per bather per day to replenish water. For more information on dilution, contact the Washington State Department of Health Water Recreation Program: www.doh.wa.gov/WaterSafetyContact.

Water Quality

Environmental contaminants in the water can cause recreational water illness in bathers. Recreational waterborne illness typically affects a person's stomach and intestinal system, skin, and lungs. Over the past 20 years, reports of recreational waterborne illness have steadily increased. Young children are especially at risk because they often put things in their mouth; they play with sediment, which has higher microbial counts than the water; and they play in the shallowest, warmest water.

Monitoring water quality can help reduce recreational water illness. Currently, the national trend is to monitor *E. coli* in fresh water and Enterococci in marine waters. Obtain multiple samples on a regular schedule (e.g. weekly). Regular monitoring will improve the accuracy of sampling. The water quality tests may be expensive and require dedicated time. Review the Environmental Protection Agency's (EPA) water quality recommendations: http://water.epa.gov/scitech/swguidance/standards/criteria/health/recreation/upload/factsheet2012.pdf.

Water Current and Waves

Water current and waves can affect safety at designated swim areas. When designing a swim area, take water current and waves into account. Ensure that the current and waves have a minimal impact on beach users.

Beach Shore Area

A beach shore area with no large obstructions (such as trees and buildings) helps maintain safety. Obstructions can limit the ability for lifeguards and other supervisors to monitor the area and can be a safety hazard for people on the shore. To ensure a safer shore area, provide a minimum of 30 feet of unobstructed shore area from the water to parking, playgrounds, and other activity areas.

Other considerations:

- Consider extra shore area when there are likely to be many people on the shore (such as sunbathers). For every person in the water, have 30 square feet of dry land for expected beach load. The additional shore area does not have to be unobstructed.
- For smaller beaches that are unable to provide 30 feet of unobstructed shore area, ensure a direct line of site from the lifeguard(s) to the water.

Bottom Materials

The material at the bottom of rivers, lakes, and in salt water can affect water clarity and safety. Use bottom materials that maintain water clarity and prevent slipping hazards. The following are recommended materials:

- *Water Depth less than 2 feet* – Use sand or pea gravel with less than 10% of the bottom material passing a #100 sieve. If adding materials, use material that does not create cloudy water and slip hazards.
- *Water Depth 2-5 feet* – Use sand or pea gravels (preferably smooth) less than 5 inches in diameter. If other materials are used, ensure the material will not create cloudy water.

When selecting bottom material, keep in mind that Washington State's open water may not be naturally sandy. If sand is used, it can move, build up, or erode over time. This can change the water level.

There are pros and cons to different types of bottom materials. Any material chosen should comply with local, state, and federal regulations and be right for the designated swim area.

Underwater Obstructions

Underwater obstructions, such as rocks, submerged trees, and weeds, pose a hazard. The following removals are recommended:

- *Water depth less than 5 feet* – Remove obstructions (such as rocks and logs) more than 6 inches above the grade.
- *Water depth 5 to 6 feet* – Remove obstructions more than 1 foot above the grade.
- *Water depth more than 6 feet* – Remove or modify obstructions that come within 4 feet of the water surface. If removal is not practical, give swimmers a warning of the obstruction by posting a sign.
- *Diving Area* – Remove all obstructions in a diving area.
- *Weed Removal* – Remove weeds (such as milfoil and lily pads) in the swim area and 10-15 feet around the designated swim area. Weed removal should be in compliance with local, state, and federal regulations. Visit the Washington State Department of Ecology Aquatic Plants, Algae, and Lakes website for information on weed removal: www.ecy.wa.gov/programs/wq/links/plants.html
- *Warning Signs* – If an obstruction cannot be removed, place visible warning signs on the water surface and on the shore.

Bottom Slope and Drop-Offs

Steep slopes and sudden drop-offs in the water can be a drowning hazard. Designated swim areas should have a gradual slope:

- *Water entry to 6 feet* – Have a maximum slope of 1 in 10 for silt and clay materials. For sand and pea gravel, have a slope of 1 in 8. Ideally, the maximum slope extends 10 feet (3 meters) around the perimeter of the designated swim area.

If there is a wading area (water depth 2 feet or less), there should be no sudden holes or indents greater than 6 inches deep. If the holes are greater than 1 foot in diameter, fill them with suitable material.

Boundaries

The boundaries of a designated swim area are marked to prevent other water activities from entering the area and to provide a safer area for people to swim and play. Boundaries may consist of anchored artificial floats connected with ropes, buoys marking the perimeter, or other floating materials such as connected logs. Choose boundaries depending on the size and needs of the area. For example, some beaches rope off the entire designated swim area while other beaches mark the areas with buoys. The following recommendations are provided regardless of the type of boundary used:

- *Shallow Water Line (2-5 feet)* – A line that separates the shallow water area from the deeper water area. This line can give a safer place to play and swim, especially for non-swimmers. Include a buoy with a sign indicating shallow water at each end of the line.
- *Wading Line (Less than 2 feet*) – A line that marks an area for toddlers and small children. This line can help caregivers better supervise young children. This line can stretch from one end of the swim area to the other or the line can mark a section of the area. A wading line is especially important for areas without lifeguards. Include a buoy with a sign indicating wading area at each end of the line.
- *No Wake Zone* – Boats, paddlecraft, and other vessels are not allowed within 50 yards of the designated swim area. Check your local ordinance and comply with existing wake zone requirements.
- *Signs* – Consider placing signs at the end of the buoys saying “designated swim area – water craft prohibited.”

Keep in Mind:

- The depth of water lines may change as water levels change over time.
- Regularly check rope boundaries for damage by boats or vandalism.
- If floats are used to keep the rope floating, they need to provide close enough spacing and buoyancy to stabilize an adult above water for every 5 feet of line in areas beyond the shallow water line. These can provide support for persons wanting or needing to rest.

Swim and Dive Platforms

Platforms (docks) can provide a place to rest and to have fun in deep water, but they can also become a safety hazard. There is potential for getting trapped under the platform, slipping on the platform, or falling off the platform. Platforms may also attract people with weak swimming skills who try to reach the platform. When platforms are available, they should minimize the risk of getting trapped and slipping. Consider these factors when including swim and dive platforms:

Swim Platforms

- *Platform Material* – Use a suitable surface that is slip and splinter-resistant, and can be easily cleaned.
- *Ladder* – Have at least one ladder with handles and steps that extend at least 30 inches below water level. If the platform is greater than 75 feet in perimeter, there should be extra ladders.
- *Anchored* – If the swim platform is floating, anchor or secure it to keep it in its designated area.
- *Removable* – Platforms can be hazardous when used in shallow water and when used without lifeguard supervision. Diving into shallow water can result in injury and death. Allow visitors to use dive platforms only when lifeguards are present. This will ensure proper use of

the platform and prevent injuries. Ideally platforms are removable when lifeguards are not present, at the end of the season, and when the water level becomes shallow. If they are not removable, make sure to close them.

- *Minimize Entrapment Risk* – The construction of the platform should reduce the potential for entrapment. There are different opinions on how to reduce the risk of entrapment:
  - Use a platform with space underneath that is visible and allows a person to breath if she or he swims under the platform.
  - Use a platform with a smooth, solid bottom that extends at least 2 feet below the water, which can discourage a person to swim under the platform.
- *Signs* – Have "No diving" signs on each side of the platform. The sign could include the universal no diving graphic instead of "No Diving" text. When possible, list the minimum water depth on each side of the swim platform.
- *Cleanliness* – Regularly clean platforms with water or another method at the discretion of the beach manager.

Dive Platforms and Diving Boards
Dive platforms are designed and constructed similarly to swim platforms. Some dive platforms also serve as a swim platform with swimming and diving allowed on opposite ends of the platform. In addition to the factors for swim platforms, dive platforms require:

- *Minimum Water Depth* –
  - Dive boards or platforms less than 20 inches above water level should have 9 feet (preferably 10 feet) of water depth for 16 feet horizontal distance beyond the diving platform.
  - Dive boards or raised platforms greater than 20 inches high should provide minimum dimensions that conform to Federation Internationale de Natation (FINA) requirements for swimming pools.
- *Handrails* – Include handrails on each side of the diving board when the board is greater than 20 inches high above the water. A bar between the top rail and the dive board, or an intermediate rail, is important to prevent smaller children from falling through handrails. Use manufacturer standards to install and maintain steps.
- *Secure* – Secure the dive board according to manufacturer instructions.
- *Position* – Position dive boards facing north or northeast, when possible, to reduce issues with glare from the water.
- *Rules* – Post rules for the dive platform. Review and adapt the Washington State pool rules as needed: www.doh.wa.gov/CommunityandEnvironment/WaterRecreation/RegulatedFacilities/PoolSigns

Restrooms and Changing Rooms

A restroom and changing room facility is recommended at designated swim areas. The facility should be within 200 feet of the beach shore area and include:

- A locker room with separate facilities for each gender.
- Floors with impervious slip resistant surfaces sloped to drain standing water.
- Sufficient toilets, sinks with soap dispensers, and showers to meet the number of expected beach users.

- Diaper changing stations.
- Family changing rooms (for new designated swim areas if feasible).
- Facility design should assure easily cleanable floor and floor/wall interface preferably coved.
- Drinking water fountain.
- Hose bib within 75 feet of bathhouse floor areas with enough hose to clean floors.
- Protections on the showers and faucets so water does not exceed 120 degrees F.
- Water serving the water fountain, showers and sinks shall come from a source conforming to WAC246-290. Water serving toilets may be from same source or from an approved "grey water" source conforming to WAC246-274 or reclaimed water source conforming to WAC 273-219.
- Waste from bathhouse facilities shall be taken to sanitary sewer or in an approved wastewater treatment facility approved by the local health jurisdiction.
- Trash bins with lids for solid waste in sufficient numbers to prevent buildup of garbage on the beach.

Safety and Sanitary Survey

A safety and sanitary survey is used to review factors that affect the safety and water quality of a proposed designated swim area site. The information collected from the safety and sanitary survey is used to guide the design of the designated swim area and to address safety and sanitary concerns. An example of a safety and sanitary survey guide used by the Washington State Health Department's Water Recreation Program is in Appendix A. An example from the EPA can be found at: http://water.epa.gov/type/oceb/beaches/sanitarysurvey_index.cfm.

2 Operating Designated Swim Areas with Lifeguards

Lifeguards play an important role in maintaining the safety of a designated swim area. They have specialized training to oversee water recreation sites, supervise beach visitors, educate visitors about reducing the risk of injury, enforce rules and regulations, perform rescues, and provide immediate first aid and CPR.

Evidence suggests that lifeguards protect designated swim areas by saving lives, lowering drowning rates, and preventing injuries. Each year, lifeguards rescue an estimated 100,000 people in the US. There is an estimated one in 18 million chance of drowning at a beach protected by a lifeguard who has trained under United States Lifesaving Association standards (Branche and Edwards Eds, 2011).

These guidelines can help your facility establish a lifeguard program or enhance existing lifeguard programs.

Hiring Lifeguards

The following minimum qualifications are recommended for hiring lifeguards at designated swim areas:

- *Age* – The minimum age for working as an open water lifeguard is 16. This is set by the US Department of Labor Fair Labor Standards Act (www.dol.gov/whd/regs/compliance/whdfs60.pdf). When possible, open water lifeguards should be 18 years or older. The United State lifeguarding standards suggests lifeguards be 18 years old or older for more demanding, stressful, or risky conditions like those found in open water. Employers can establish age requirements above 16 based on the needs of the designated swim area.
- *Water Recreation Competency Test (WRCT)* – The United States Lifeguard Standards Coalition sets the following minimum level of fitness standard for lifeguards:
  - Safely entering the water from a lifeguard/elevated stand.
  - Performing a rapid approach to the victim.
  - Descending to the deepest part of the venue (not to exceed 20 feet).
  - Retrieving the victim (using an adult submersible mannequin or equivalent).
  - Returning the victim to safety.
  - Safely removing the victim (with the help of other staff if based on the designated swim area action plan) to a position of safe access for emergency medical services.
  - Performing CPR for a period of 9 minutes (average US response time) or the documented response time of the designated swim area, whichever is less.
  - Performing the above competencies in a continuous non-interrupted sequence.

  Some designated swim areas may have more challenging lifeguarding environments, which may require testing additional skills, such as long distance, running and/or swimming, multiple-victim rescues, navigating large surf, cold water exposure, rescue board paddling, and rowing.
- *Health and Fitness* – Possess adequate hearing, vision, physical ability, and stamina to perform duties of an open water lifeguard. Documentation of health and fitness (such as a physical) by a medical provider is at the discretion of the employer.

- *Lifeguard Certification* – Current lifeguard certification from a nationally or internationally recognized lifeguard certifying agency, such as the American Red Cross, YMCA, United States Lifesaving Association, Lifesaving Society, Ellis and Associates, and Starguard. Some designated swim areas may choose to require open water certification for lifeguards. This is at the discretion of the employer.
- *First Aid Certification* – Current first aid certification recognized by the lifeguard certifying agency.
- *CPR Certification* – Current professional level CPR certification recognized by the lifeguard certifying agency.
- *Scuba Training* – Any lifeguard who will use scuba in the course of employment must, at a minimum, have adequate training and certification from a nationally recognized certifying agency.

Employers have the discretion to establish more qualifications (such as skills tests and background checks) based on lifeguarding needs. They must retain copies of lifeguard certifications and trainings.

Pre-Season and In-Service Lifeguard Training

Pre-season and in-service training are routine practices for maintaining lifeguard skills.

- *Pre-Season Training* – Pre-season training is important because lifeguards may be recently certified and have no 'on the job' experience. Many lifeguards who have prior work experience may not have used their skills since the prior season.

  Pre-season training can include orientation to the beach location, introduction and assessment of minimum lifeguard skills, using the emergency action plan, responsibilities of lifeguards in prevention strategies, review of factors that affect spotting a victim and health and safety issues related to lifeguarding, and the proper use of and maintenance of safety equipment. A pre-season training program can ensure that lifeguards are comfortable and confident in their lifeguarding skills.

- *In-Service Training* – In-service training allows lifeguards time to practice and to improve their skills. This practice will help them be prepared for emergency situations.

  In-service training can include effective rescue skills; addressing suspected spinal and head injuries and other medical emergencies; maintaining proper scanning techniques; reviewing organizational policies, applicable regulations, and information on beach location; attaining new skills; equipment maintenance; and other information that affects lifeguards' performance and duties.

  When possible, provide five hours of in-service training each week for full-time staff. Hold trainings when beach attendance is low (such as cold days and slower parts of the day) and when lifeguards are not on active duty surveillance. Integrate these trainings into the workday, like physical training. Additional staff or staff hours are not required for these trainings. Beach managers use their best judgment and expertise to determine the best times to offer in-service training.

Keep documentation of pre-season and in-service trainings. Examples of pre-season training and in service training are available in Appendix B.

Equipment

The following minimum equipment is recommended:

- *Uniform* – Easily identifiable uniform that includes the word lifeguard, beach patrol, or marine safety and the employing agency. The words lifeguard, beach patrol, or marine patrol may be in multiple languages if needed at the designated swim area.
- *Protection from Sun and Heat Exposure* – Protection from the sun and heat are important to prevent skin cancer and exhaustion. It is estimated that 65-90% of melanoma's, the third most common type of skin cancer, is caused by exposure to ultraviolet (UV) light.

  Lifeguards are advised to have:

  - Water resistant sunscreen.
  - Polarized sunglasses.
  - Sunhat.
  - Water bottle.
  - Umbrella.

  For more information on protection from the sun, visit:

  - Centers for Disease Control and Prevention: www.cdc.gov/cancer/skin/basic_info/prevention.htm
  - Food and Drug Administration: www.fda.gov/ForConsumers/ConsumerUpdates/ucm049090.htm
- *Whistle* – A whistle is used to activate the Emergency Action Plan and to communicate with swimmers and other lifeguards.
- *Protection from Bloodborne Pathogens* – Personal protective equipment (PPE), such as correct sized gloves and a resuscitation mask with a one way valve is to be carried and readily accessible (such as a fanny pack) at all times while on duty. PPE should be consistent with Occupational Safety and Health Administration (OSHA) requirements.
- *Medical* – The volume of medical supplies should be based on the anticipated bather load. The following is recommended:
  - At each first aid station have:
    - First aid supplies adequate to treat both minor and major medical emergencies. Check WAC 246-260-99902 Appendix C for information on pool requirements.
    - Bloodborne pathogen protection (such as gloves).
    - Biohazardous clean up equipment at the manager's discretion.
    - Cot, blankets, running water.
    - Spinal injury board constructed of impermeable material and easily sanitized/disinfected with a head immobilizer, and a minimum of 3 body straps. All lifeguard personnel trained in its use.
    - Emergency oxygen device, with all lifeguard personnel trained in its use.
    - Automatic external defibrillator (AED) with personnel trained in its use.
- *Communications* – The following communication equipment for lifeguards are recommended:

- Equipment to communicate with the public at a distance (such as whistles, megaphones, or air horns).
- Equipment for lifeguard to lifeguard communication.
- Equipment for lifeguards to directly call local emergency medical services (EMS/9-1-1).
- Communication methods can include a landline phone, cell phone, or radio. Communication method must be reliable and tested at the beginning of the shift and periodically throughout the shift.

• *Rescue*

- Equip each lifeguard with a rescue tube or buoy to assist in a water rescue. Have masks, snorkels, and swim fins readily accessible for underwater search and rescue as needed. Training on how to use this equipment is required.
- Have binoculars readily accessible in the beach area, in each main tower, and in emergency vehicles if binoculars are needed at the designated swim area.
- Vehicle and/or vessel: Each designated swim area will choose the rescue vehicles and vessels (such as paddleboards, row boats, canoes, kayaks, personal water craft (PWC), and power boats) best suited for the area. Choose rescue vehicles and vessels that are safe and reliable even in adverse conditions.

Hours of Operation and Staffing

Establish a lifeguard schedule based on budget, resources, and records of peak use. Ideally lifeguards are available 7 days a week in the swimming season with guards on duty during daylight hours.

The number of lifeguards needed depends on several factors such as total beach area, number of expected bathers, and line of sight to all areas within designated swim area. For all beaches, have at least two lifeguards on duty. This will help lifeguards provide effective rescue, assist each other with rescues, and maintain communication with others.

To figure out the lifeguard to patron ratio, the YMCA recommends looking at:

- Compliance with applicable state and local codes.
- Size of area.
- Available equipment.
- Number and ages of visitors.
- Skill level of visitors.
- Skill level of lifeguards.
- Environmental factors (example: sun glare).

Ideally, each designated swim area with lifeguards has a beach manager. Beach managers are responsible for the oversight of the designated swim area and for training lifeguards so they are skilled and ready to protect beach users. Beach managers have several years of experience lifeguarding and hold current lifeguard training certificates.

Also, back up staffing (rangers, park assistants, etc.) can be available to give more help (clearing the area, contacting 9-1-1, crowd control, etc.).

Lifeguard Station Position

Position lifeguard stations in a way that ensures quick recognition and response. To determine the best positioning, use a documented system of testing and validation. Time and evaluate mock rescues to provide the quickest recognition and response. Testing results will help determine the best placement of lifeguards and the number needed.

Station lifeguards on the shore in a way that assures good visibility. Raising lifeguards above the beach assures an unobstructed view of the shore and water. A lifeguard stand or platform allows lifeguards to modify their position from seated to standing. This helps to maintain vigilance techniques, and to safely and easily descend the platform in an emergency response. The stand or platform can also provide shading with an umbrella or covering to limit exposure to heat and sun. Lifeguard stations can also be portable (for example: standing, roving, or in the water) and moved throughout the day as needed.

When positioning lifeguard stands make every attempt to prevent sun glare off the water from impairing the lifeguards vision. Portable lifeguard stations can help minimize sun glare.

Place lifeguards on platforms or in a boat or board near platforms when there are diving or swimming platforms.

When deep water swimming is available, the recommendation is that at least one lifeguard be on a platform or in a boat or board near the platform.

Swim and Dive Platform Maintenance

Water levels can change during the swim season. Regularly inspect the water depth to ensure a minimum of 9 feet of water depth and 16 feet horizontal distance beyond the dive platform. When water depth is too low, move or close the dive platform. Regularly check the water bottom for and remove hazardous debris and foreign objects. It is also important to check for and to repair loose boards, missing fasteners, etc. on swim and dive platforms.

Water Quality Monitoring

The EPA recommends testing for *E. coli* and Enterococci on a regular basis (weekly, for example) to reduce the risk of recreational waterborne illness. Review the EPA's recommendations on closing an area due to poor water quality: http://water.epa.gov/scitech/swguidance/standards/criteria/health/recreation/upload/factsheet2012.pdf. These recommendations also include beach action values, which can be used to provide an early alert to beach users.

Prevention

Lifeguards' primary responsibility is to prevent drownings and injuries. Lifeguards and beach managers can take additional proactive steps to minimize drownings and injuries:

- *Swim Tests* – Perform swim tests on children and youth; daycare, school, and camp groups; and all patrons when feasible. Swim tests can help identify people with no or poor swim skills that should stay in shallow water. If this is difficult for a beach, another option is to screen for swimming on a case by case basis. When a lifeguard is concerned about a person's swim ability, the YMCA recommends a swim test before entering water deeper than his/her armpits. This applies to kids, teens, and adults.
- *Swim Lessons* – Offer low-cost or free swim lessons. Consider holding lessons in the evening when working families can bring their children. If possible, partner with local organizations that can provide funding to reduce the cost of lessons.

- *Groups* – Partner with day camps and other large organizations who use the designated swim area to make sure they have a swimming policy (for example: non-swimmers are only allowed in the shallow area) and that they are aware of their group's swimming ability.
- *Life Jackets* – Allow life jackets in the swim area. This is especially important for people with no or poor swimming skills. If a site is considering allowing life jackets in deep swim areas, here are a few things to consider:
  - Condition of life jackets.
  - Proper fit of life jackets.
  - Person borrowing the life jacket can use the life jacket.
  - Adequate lifeguard staffing. This is important in case a life jacket malfunctions or is taken off in water above a person's head.

  If your beach is crowded, has minimal staffing, or cannot ensure life jackets are in good condition, consider limiting life jacket use to the shallow end.
- *Life Jacket Loaner Program* – Offer a life jacket loaner program. These programs allow people to borrow a free lifejacket, which can help keep people safe. These stations work best when they have signs with visuals and easy to read instructions and are easy for visitors to find. Partner with a local Safe Kids Coalition or other organization to implement the program. For more information on building a life jacket loaner station visit: www.seattlechildrens.org/dp-educators.
- *Education* – Educate designated swim area users about actions they can take to prevent injury and drowning death (for example: no alcohol).
- *Law Enforcement* – Partner with law enforcement to prevent unsafe behavior, such as drinking alcohol while swimming.

Data Collection and Review

Collecting data on a designated swim area can help a beach manager track and monitor injury incidents and preventive actions. The following information is useful to collect:

- Overall attendance.
- First aid incidents.
- Rescues.
- Swim test results (Pass/Fail).
- Swim lesson attendance and attendee demographics (for example: age, gender, race/ethnicity, income).
- Educational contacts.
- Life jackets loaned.

Data collected can be used in several ways:

- Review data weekly to identify safety issues. Beach managers can use this weekly data to address and monitor issues at their sites.
- Use the data collected to show the importance of lifeguards, swim lessons, and educational contacts for a designated swim area.

- Share data with the state and local public health department, Safe Kids Coalition, and other groups who work to prevent injury. Keep in mind when there are serious injuries, illnesses, or submersion events that have EMS response, it is required to provide reports to the local or state health department within 48 hours (see WAC 246-260-121 and RCW 70.90.190).
- Share data anonymously with the Lifeguard Rescue Reporting System, hosted by the University of North Carolina at Charlotte's Department of Kinesiology. This information will help lifeguard training agencies understand the conditions surrounding rescues and lifeguard responses to emergencies. For more information and to report data: http://kinesiology.uncc.edu/student-resources/water-rescue-usa.

Find an example weekly data collection report in Appendix C.

Safety Plan

A safety plan assures the designated swim area assesses the placement of lifeguards; notes the conditions for their placement and assigned zones of oversight; and establishes procedures for guard rotation, resting periods, and in service training to asses lifeguard skills. A safety plan should include:

- Pre-service training plan.
- In-service training plan.
- Staffing plan.
- Lifeguard rotation plan and procedures and a system of validating the placement of lifeguard stations.
- Injury and fatality prevention plan.
- Illness prevention plan.
- Emergency action plan.
- Documentation of lifeguard certification, pre-service training, and in-service training.

An example of a safety plan can be found on the New York State Department of Health website: www.health.ny.gov/forms/doh-4473.pdf.

Emergency Action Plan (EAP)

Emergency action plans assure the designated swim area is prepared to handle an emergency. Emergency action plans include procedures to:

- Clear the waterfront area.
- Give emergency care to the victim.
- Contact emergency personnel.
- Provide crowd control.
- Meet and guide emergency personnel to the site and/or victim.
- Direct traffic.

Provide the EAP in written form to all staff members and practice the plan prior to opening day. Provide ongoing training and practice through in-service training and random drills.

Emergency Exit/Entrance

In the event of an emergency, Emergency Medical Services (EMS) will need access to the beach. Work with the local EMS agency to develop an emergency exit/entrance plan and make sure the plan meets any local or state rules and regulations. Based on EMS response time, especially in rural areas where the response time may be longer, designated swim areas may want to consider having staff with advanced training on site.

Bather Capacity Plan

Bather capacity may exceed the expected normal capacity, especially on warm days. Prepare for this situation by having a bather capacity plan. This plan is based on the beach manager's best judgment and expertise. Some strategies beach mangers use are to increase the number of lifeguards and close the deep end of the swim area. In the bather capacity plan, beach managers can also include a plan for when bather capacity is low (cold days and slow hours in the day). During low capacity, consider having in-service training, providing physical training, or sending lifeguards home.

Signs

For all designated swim areas the following signs are recommended:

- Hours of operation / Lifeguard hours.
- Lifeguard on duty / Lifeguard off duty.
- Obey lifeguards. Persons refusing to obey rules and conditions established by the facility and enforced by the lifeguards is subject to removal from the beach area.
- Adult supervision required at all times.
- No diving in shallow areas.
- If there is a platform, post rules. Review and adapt the Washington State pool rules as needed: www.doh.wa.gov/CommunityandEnvironment/WaterRecreation/RegulatedFacilities/PoolSigns.
- No glass containers on the beach.
- In case of emergency call 9-1-1. A sign at the phone should give the street address of the designated swim area and emergency contact directions.
- Location of nearest available phone for emergency use and emergency contact staff for the park. Instructions on who to contact to report health hazards (such as poor water quality).
- Notification of designated swim area closure (due to a health hazard, etc.) when applicable.

Consider multilingual signs and pictures based on community needs. Also consider additional signs needed at the swim area, such as "No prolonged breath holding or hypoxic training. Long distance swimming and prolonged breath holding can cause you to lose consciousness and result in drowning."

Operating Designated Swim Areas without Lifeguards

Providing lifeguard services at designated swim areas is an effective way to prevent drowning and injury. However, some organizations may decide to not provide lifeguards. Some organizations may not have the resources to provide lifeguards and some do not have organizational policy to support lifeguards. Instead, these organizations prevent drowning and injury through the design of the designated swim area.

Without lifesaving services, visitors to these sites have greater responsibility to ensure their own safety. There are a few ways visitors can improve their safety: (1) wear a life jacket; (2) adults must carefully supervise children and adolescents; (3) bring a life jacket, or other lifesaving device, and cell phone; (4) know how to rescue someone; and (5) know how to perform CPR.

These guidelines, in addition to the design guidelines, can help you improve safety in the absence of lifeguards.

Equipment

For designated swim areas without lifeguards, the following minimum safety equipment is recommended:

- An approved aquatic rescue throwing device with at least a 50 foot quarter inch rope or an alternative throwing device with instructions that are easy to read and have visuals.
- A Life Jacket Loaner Station. Life jacket loaner stations allow people to borrow a lifejacket while at a designated swim area. Life jackets can help save lives, especially in the absence of lifeguards. These stations work best when they have signs with visuals and easy to read instructions and are easy for visitors to find. For more information on building a life jacket loaner station, visit: www.seattlechildrens.org/dp-educators.
- For areas with poor cell phone reception, have an accessible and identifiable landline phone or emergency call box within 300 feet of the beach area. A sign at the phone should give the street address of the designated swim area and emergency contact directions.

While this equipment can help with rescue and contacting emergency services in the absence of lifeguards, providing equipment is challenging. If equipment is vandalized or stolen, it can be costly to repair and replace. Equipment can give some visitors a false sense of safety. Visitors may also use the equipment incorrectly and put themselves at risk. Beach managers ultimately have to decide what safety equipment is appropriate and feasible for their designated swim area and can consult their jurisdiction's legal counsel for guidance on liability and minimizing risk.

Signs

For designated swim areas without lifeguards the following signs are recommended:

- Swim at your own risk.
- In case of emergency call 9-1-1. A sign at the phone should give the street address of the designated swim area and emergency contact directions.
- Adult supervision required at all times.
- Current cardiopulmonary resuscitation (CPR) instructions. If an automatic external defibrillator (AED) is available, post instructions on its use.
- Instructions on who to contact to report health hazards (such as poor water quality).
- Notification of designated swim area closure (due to a health hazard, etc.) when applicable.
- No glass containers on the beach.

- Hours of operation.
- No lifeguard on duty.
- No diving in shallow areas.
- Boundary markers that indicate wading and shallow swim areas.
- If a phone is available near the designated swim area, include the location of phone for emergency use and emergency contact staff for the park.

Consider multilingual signs and pictures based on community needs.

Water Quality Monitoring

The EPA recommends testing for *E.Coli* and Enterococci on a regular basis (weekly, for example) to reduce the risk of recreational waterborne illness. Review the EPA's recommendations on closing an area due to poor water quality: http://water.epa.gov/scitech/swguidance/standards/criteria/health/recreation/upload/factsheet2012.pdf. These recommendations also include beach action values, which can be used to provide an early alert to beach users.

Safety Plan

Designated swim areas without lifeguards need a safety plan that includes:

- Emergency action plan.
- Emergency communication procedures.
- Emergency closure guidelines.
- Employee safety training policies and procedures.

Emergency Action Plan

Designated swim areas without lifeguards need an emergency action plan to outline procedures that direct staff on precautions to reduce the risk of drowning and injury and how to respond to emergencies.

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- YMCA of the USA. Aquatic Safety Guidelines, May 2011.

Appendix A: Safety and Sanitary Survey Example

Bathing Beach Profile – Survey Form

Beach managers and public health departments can use this form to assess the health and safety conditions at beaches. For technical assistance, contact Paul Reeves at the Department of Health: Phone (360) 236-3386 | Fax (360) 236-2257 | Email paul.reeves@doh.wa.gov

I. Park Information

1. Date of survey	2. Time started	3. Time completed	
4. Name of the park		5. County	
6. Address		7. City	8. Zip
9. Name of the water body			
10. Dates of the beach operation			

II. Climatic Conditions

1. Air temperature (F°)	2. Water temperature (F°)	
3. Rainfall for past 24 hours (inches)	4. Wind speed (mph)	5. Wind direction

III. Physical Characteristics

1. Length of shoreline (ft.)	2. Beach area (sq. ft.)	
3. Slope of beach (drop in feet from highest point to water)	4. Beach material to exposed portion	5. Beach material to depth of 5 feet

6. Total area enclosed by artificial boundary (sq. ft.)	7. Dimensions	8. Shallow area defined by boundaries (sq. ft.)	9. Dimensions

10. Range of water depth in shallow area	11. Range of water depth in deep area	12. Seasonal water depth variations (describe)

III. Physical Characteristics (continued)

13. Secchi Disk Reading Condition (as readings are taken)	14. Secchi Disk Reading Location	15. Secchi Disk Reading Result
1.		
2.		
3.		
4.		
16. Current meter reading at 1 foot depth (cfs)	**17. Current meter reading at 3 feet depth (cfs)**	**18. Current meter reading at 5 feet depth (cfs)**
Average of 3 readings	**Average of 5 readings**	**Average of 7 readings**

IV. Beach Use Patterns

1. Average daily bather load	2. Maximum daily bather load

3. Bather load during survey

4. Estimate the age of the bathers.				
	Age up to 5 years	6 to 19 years	20 to 25 years	25 year +
Percent of total bathers				

5. Maximum number observed on a peak day at the beach, both in water and on land.	6. Maximum total number observed throughout a peak day at the beach, both in water and on land.

7. Average number observed on warm (70°) days at the beach, both in water and on land.	8. Average total number throughout a warm (70°) day at the beach, both in water and on land

9. Number of children with diapers using beach	10. Type of diapers being used

V. Restroom Facilities and Solid Waste Disposal

1. Shortest distance to restrooms (ft.)			
2. Restroom facilities (number of)			
Men Toilets	Urinals	Showers	Sinks
Women Toilets	Showers	Sinks	
3. Restroom facilities conditions (explain problems)			
4. General cleanliness of restrooms			
5. Describe solid waste containers at beach			

VI. Sewage Disposal System

1. Type of sewage disposal system	
☐ On-site System ☐ Sewage Treatment Plant	
2. System location	**3. System description**
Include distance from beach.	
4. System failures History	**5 System failures Results**

VI. Sewage Disposal System (continued)

6. Sewage Treatment Permitted (STP) discharges impact on beach (describe)

VII. Animal Waste

1. Location of animal farms within 1 mile	2. Size of animal farms within 1 mile
1.	
2.	
3. Include distance from beach.	

3. Number of waterfowl within 100 yards

4. Fecal dropping from waterfowl found on beach	
☐ Significant	☐ Light
☐ Moderate	☐ None

VIII. Other Potential Pollution Sources

1. Year around or seasonal streams within 300 yards (describe)

2. Storm water discharges that impact the beach (describe)

VIII. Other Potential Pollution Sources (continued)

3. Other potential pollution sources that impact the beach

IX. Safety Review

1. Is a separate float line separating the shallow from the deep swimming area?
☐ Yes ☐ No ☐ Unknown
2. Are depth markings provided on the floats at the shallow swimming area?
☐ Yes ☐ No ☐ Unknown
3. What is the average slope of the beach in shallow area?
4. Are any sudden drop-offs noted in depths of 6 feet or less?
☐ Yes ☐ No ☐ Unknown

5. Does the beach have docks accessible from shore?	6. Is dock accessible only by swimming out to the dock?
☐ Yes ☐ No	☐ Yes ☐ No
7. Is the dock fixed or floating?	**8. What is the height of the dock above water level?**
☐ Fixed ☐ Floating	Height in inches.

9. Does the beach have any docks that extend for a distance (greater than 50 feet) yet the water depth is relatively shallow (3 to 5 feet)?
☐ Yes ☐ No ☐ Unknown
10. If so, are any warnings posted regarding shallow water do not dive from dock?
☐ Yes ☐ No
11. Are any warnings posted regarding no swimming under the dock?
☐ Yes ☐ No

IX. Safety Review (continued)

12. What is the condition of the docks? (describe)	
13. Is the dock surface smooth?	**14. Any nails or screws protruding from dock?**
☐ Yes ☐ No	☐ Yes ☐ No
15. Any areas of the dock in need of repair that could create entanglement or fall-through?	
☐ Yes ☐ No ☐ Unknown	
16. What are the depths below the dock where diving is allowed?	
Side A _____ Side B _____ Side C _____ Side D_____ Draw dock indicated sides and depth on beach diagram, page 10.	
17. Does the dock have a diving board?	**18. If so, what is the height of the diving board above water surface?**
☐ Yes ☐ No	Height in inches.
19. If so, what is the water depth directly beneath the plummet?	**20. What is the water depth 15 feet out from the plummet?**
Depth in feet.	Depth in feet.
21. Are any directions provided on proper use of the diving board?	
☐ Yes ☐ No ☐ Unknown	
22. Through observation or speaking with the Park Ranger, does the wind or current have an affect on the position of a floating dock by more than two feet from its normal position on calm water?	
☐ Yes ☐ No ☐ Unknown	
23. If so, how much fluctuation in feet from its normal position has been noticed?	
24. Are ladders provided for getting onto the docks?	
☐ Yes ☐ No ☐ Unknown	
25. Are any rocks, trees, or other objects near the dock that could injury a person diving or jumping?	
☐ Yes ☐ No ☐ Unknown	

IX. Safety Review (continued)

26. Is a water slide provided on the dock?	
☐ Yes ☐ No	
27. If so, what is the water depth beneath the water slide?	**28. What is the height of the water slide above the water surface?**
Depth in feet.	Height in inches.

29. Does the park have a provision where when a certain minimum water depth occurs the floating dock will be removed from water or a warning will be posted not to dive from dock? (describe)

30. Observe supervision of young children. Did you observe any young children at the swimming beach not being supervised by an adult?	
☐ Yes ☐ No ☐ Unknown	
31. Did you observe any young children being supervised by a child under the age of 13?	**32. If so, how many instances did you observed?**
☐ Yes ☐ No ☐ Unknown	

33. What percent of children under the age of 10 were wearing life preservers while in the water?

34. Were any children (age?) not wearing a life preserver on floatation devices at water depths over their heads?
☐ Yes ☐ No ☐ Unknown

35. If swimming area is well defined, how many people were in water outside the designated area?	36. What percentage were in water outside the defined swimming beach of total bathers in the water?

37. Estimate the following for people in water outside of the designated swimming area.

	Age up to 10 years	11 to 15 years	16 to 25 years	Over 25 years
Number				
Percentage				
Percentage on floatation devices				
Distance from designated swimming area (ft.)				

IX. Safety Review (continued)

38. Any signage at the beach for the following.	
38.1 Supervision of young children	**38.2 Restriction on floating devices**
☐ Yes ☐ No	☐ Yes ☐ No
38.3 Swimming within the designated area	**38.4 Sanitation/hygiene of bathers**
☐ Yes ☐ No	☐ Yes ☐ No
38.5 Recently ill not to swim	**38.6 No glass on beach**
☐ Yes ☐ No	☐ Yes ☐ No
38.7 In event of environmental hazard	**38.8 Location of safety equipment**
☐ Yes ☐ No	
38.9 Location of nearest phone and emergency number	
☐ Yes ☐ No	
39. What is the distance to the nearest phone to beach shoreline (ft.)?	**40. Is the phone operative?**
	☐ Yes ☐ No

41. How close are other water sport activities to the swimming beach?				
	Power Boats	**Sail Boats**	**Jet Skis**	**Water Skiers**
Distance in yards				
Number observed in 15 minutes.				

42. Any motorized traffic observed on the beach?	
☐ Yes ☐ No	If so, what type _____
43. Any glass containers or broken metal cans observed on the beach?	**44. Any broken glass observed on the beach?**
☐ Yes ☐ No	☐ Yes ☐ No
46. Are hours of beach use posted?	
☐ Yes ☐ No	
47. Is a first kit readily available to the Park Ranger at the beach?	
☐ Yes ☐ No ☐ Unknown	

IX. Safety Review (continued)

48. Does the first kit contain:
☐ A breathing mask to administer CPR ☐ Gloves to protect against blood-borne pathogens
49. Is a boat or rescue board readily accessible from the beach for swimming accidents?
☐ Yes ☐ No ☐ Unknown
50. Does the Park Ranger have readily available the phone number of the nearest Dive Rescue Team?
☐ Yes ☐ No ☐ Unknown
51. Is the Park Ranger aware of proper first-aid techniques in handling a potential spinal cord injury?
☐ Yes ☐ No ☐ Unknown
52. Have any spinal cord injuries occurred at the beach?
☐ Yes ☐ No ☐ Unknown
53. Is a backboard readily available to stabilize a person with a potential spinal cord injury?
☐ Yes ☐ No ☐ Unknown
54. What is the highest level of emergency response training?
☐ First Aid ☐ Advanced First Aid ☐ CPR ☐ Emergency Medical Training

X. Review Information

1. Name of person who completed the survey		
2. Name of agency		
3. Phone number	**4. Fax number**	**5. Email address**

XI. Diagram of the Beach Area

1. Draw a diagram of the beach. **Indicate swimming area, fixed and floating docks, boating dock, restrooms, and nearest emergency phone.**

Appendix B: Pre-Season and In-Service Training Examples

LIFEGUARDING

SITE-SPECIFIC LIFEGUARD SKILLS VERIFICATION

Site: _____ Date: _____
Training Environment: ¨ Pool ¨ Lake ¨ River ¨ Surf ¨ Other: _____
Deepest Depth of waterfront area or that a Lifeguard can reasonable reach: _____
Facilitator Name: _____ Title: _____
Facilitator Signature: _____

LIFEGUARD NAMES										
BASIC SWIMMING SKILLS/ENDURANCE	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**	**x**
500 yard continuous swim demonstrating strong & efficient strokes										
Retrieve a submerged object from the deepest point of the swim area and tread for 2 minutes holding object										
25 yard head-high crawl stroke sprint										
25 yard head-high breast stroke sprint										
Demonstrate successful scanning techniques (Y Lifeguard scanning test)										
RESCUE SKILLS										
Entries from Lifeguard stations: dock, platform, chair, tower, boat, etc.										
Non-swimming Assists: reach, throw, extensions										
Active victim										
Unresponsive victim: on surface & submerged										
In-water Rescue Breathing										
Victim tow 25 yards										
Exits & extractions										
Spinal Management skills specific to site environment (deep, shallow, slide)										
Use of paddle board or rescue boat (specific to site)										
Inflatable structures or play features										
CPR and First Aid Skills										
Victim Assessment										
Rescue Breathing on an Adult, Child & Infant										
Single-rescuer & team approach CPR on an Adult, Child and Infant										
Use of emergency equipment: BVM, AED, oxygen (specific to site)										
EMERGENCY PROCEDURE VERIFICATION										
Missing Swimmer Deep Water Line Search procedures										

Knowledge of underwater hazards (drop offs, vegetation, rocks, etc) currents, water temperature & weather conditions										
Emergency Action Plan provided, posted and practiced										
Knowledge of site rules										
Zone Coverage										
Buddy Board and Buddy Check procedures										
Sighting a victim										
MOCK RESCUE DRILLS (insert site specific drills below)										

In-Service Training Plan

Week 1
Facility orientation for all staff on set up day and opening day should include:
☐ First Aid Equipment location, Beach station set up (tower/stool) Fanny pack, whistle, and foot wear policy.
In water scenario training should include:
☐ Intro of all **Tower Rescue** skills and **Boat Rescue** skills, and **Out of Area** skills on training check list.
☐ Extensive practice of Active, Passive, Submerged, Spinals (shallow, deep, submerged, full backboard)
☐ Run through water bottom search with all staff.
Dry land Scenario training should include:
☐ O2 training (set up, teardown, bag valve, non rebreather), CPR (initial assessment and opening the airway)
☐ First Aid (Hypothermia, difference between heat stroke and heat exhaustion, controlling severe bleeding)
☐ In charge checklist (review with all incharge candidates), Scanning review and observation (all rookies)
☐ Announcement review for all staff
Physical Training should include aside from daily swims/managers choice etc.:
☐ Learning a supporting kick (treading water no hands, or wet suits)
☐ Carrying unconscious victim with cross chest (no tube or wet suits) 50 yards
☐ Boat work for all staff
Week 2
In water scenario training should include:
☐ Practice of all **Tower Rescue** skills and **Boat Rescue** skills, and **Out of Area** skills on training check list.
☐ Shooting for mastery by returning staff, boat work for rookies
☐ Run through water bottom search with all staff.
Dry land Scenario training should include:
☐ CPR(initial assessment-obstructed airway. rescue breathing), Bottom search procedure(Areas, and questions)
☐ First Aid (controlling severe bleeding and bandaging)
Physical Training should include aside from daily swims/managers choice etc.:
☐ Carrying unconscious victim with cross chest (no tube or wet suits) 50 yards
☐ Boat work for all staff, paddle technique for all staff
Week 3
In water scenario training should include:
☐ Spinal/backboard practice with all staff, Full scenarios focusing on Active, Passive, Submerged, Spinal)
☐ Out of Area practice (all paddleboard skills practice), Full bottom Search run through
Dry land Scenario training should include:
☐ CPR (initial assessment through rescue breathing and CPR)
☐ First Aid (Patient Assessment SAMPLE history), Dry land Spinal rolls
Physical Training should include aside from daily swims Managers choice etc.:
☐ Treading water no wetsuits or hands 5 min

Week 4
In water scenario training should include:
Very shallow water spinal (head splint), Full scenarios focusing on Active, Passive, Submerged, Spinal)
Dry land Scenario training should include:
CPR (full scenarios, initial assessment, obstructed airway, rescue breathing, CPR)
First Aid (splint and sling),
Physical Training should include aside from daily swims Managers choice etc.:
50 yards victim carry, cross chest, no suits or tubes
Week 5
In water scenario training should include:
Spinal/backboard practice with all staff, Full scenarios focusing on Active, Passive, Submerged, Spinal)
Managers discretion review special scenarios
Bottom search practice
Dry land Scenario training should include:
Customer Service (please and thank you sandwich, kill them with kindness, never say "I don't know" find out
02 review
Physical Training should include aside from daily swims Managers choice etc.:
Treading water no wetsuits or hands 5 minutes
Week 5
In water scenario training should include:
Submerged spinal/backboard practice, Full scenarios focusing on Active, Passive, Submerged, Spinal)
Managers discretion review special scenarios
Bottom search lead by non-senior staff
Dry land Scenario training should include:
Go over in charge checklist with **all** staff
Physical Training should include aside from daily swims Managers choice etc.:
50 yards victim carry, cross chest, no suits or tubes
Week 6
In water scenario training should include:
Spinal/backboard practice with all staff, Full scenarios focusing on Active, Passive, Submerged, Spinal
Managers discretion review special scenarios
Bottom search lead by non-senior staff
Dry land Scenario training should include:
CPR (full scenarios, initial assessment, obstructed airway, rescue breathing, CPR)
Week 7
In water scenario training should include:
Managers discretion scenarios
Dry land Scenario training should include:

CPR (full scenarios, initial assessment, obstructed airway, rescue breathing, CPR)
Week 8
In water scenario training should include:
Managers discretion scenarios
Dry land Scenario training should include:
CPR (full scenarios, initial assessment, obstructed airway, rescue breathing, CPR)

Beach Training Checklist

Participant's Name:_____

To be completed by Manager and Senior Guard for all staff members. Place date of training in appropriate box. If you are unclear about procedures check with Beach Supervisor and Beach Managers.

Tower Rescues	Skill Introduced	Skill Mastered
Basic entry with tube and without		
Back up for deep water boat rescue		
Deep end rescue, no boat, with tube		
Primary for spinal		
Back up for spinal		
Back up passive victim		
Back up submerged		

Boat Rescues	Skill Introduced	Skill Mastered
Active victim		
Submerged victim		
Passive victim		
In water seizure		
Deep water spinal		
Heart attack on dock		
Lost bather, spot dive		
Seizure on dock		

Office Position	Skill Introduced	Skill Mastered
Rescue announcement		
Back up spinal		
Breathing emergencies		
Bottom search in water		

Bottom Search	Sill Introduced	Skill Mastered
Site specific land check i.e.: bathroom, playground, sand bar		
Lost patron on land		
Completed in water search including dock		

This section to be completed by Senior Guard and person's left in charge

In Charge Checklist	Skill Introduced	Skill Mastered
Procedure for active victim		
Procedure for breathing emergencies		
Procedure for dock emergencies		
Bottom search out of water lead		
Procedure for bottom search in water lead		
Procedure for hostile patron		
Procedure for heat exhaustion		
Procedure for heat stroke		
Procedure for spinal on land		
Procedure for seizure on land		
Procedure for complaints		
Procedure for dogs on beach		
Procedure for after hour emergencies		
Procedure for suspicious behavior i.e.: photographers, voyeurs,		
Procedure for distracting patron		
Procedure for calling Harbor Patrol		
Procedure for police non-emergency		

Out of Area Situations	Skill Introduced	Skill Mastered
Active victims		
Passive victims		
Submerged victims		
Non-compliant watercraft		
Hand signals		
Tipped over canoe		

First Aid and CPR Situations	Skill Introduced	Skill Mastered
Initial Assessment		
Obstructed Airway: Adult, Child, and Infant		
Rescue Breathing: Adult, Child, and Infant		
CPR: Adult, Child, and Infant		
Controlling Severe Bleeding		
Blood/Body Fluid Cleanup		
Splinting/Slinging		
O2 administration/BVM, non rebreather		

Appendix C: Weekly Report Example

WEEKLY BEACH REPORT

BEACH _____ **Week ending Saturday** _____

SUNDAY _____ Hours of Operation 11-_____ Weather _____

Staff On (& Hours Worked) _____

_____

First Aid Cases (Number & Describe) _____

_____

Rescues (Number & Describe) _____

_____

Remarks _____ Attn. to Date _____

_____ Attn. Today_____

_____ Attn. TOTAL_____

Preventive Action: Failed tests_____ Alcohol_____ Educational Contacts_____
Total_____

_____

MONDAY _____ Hours of Operation 11-_____ Weather _____

Staff On (& Hours Worked) _____

_____

First Aid Cases (Number & Describe) _____

_____

Rescues (Number & Describe) _____

_____

Remarks _____ Attn. to Date _____

_____ Attn. Today_____

_____ Attn. TOTAL_____

Preventive Action: Failed tests_____ Alcohol_____ Educational Contacts_____
Total_____

TUESDAY _____ Hours of Operation 11-_____ Weather _____

Staff On (& Hours Worked) _____

_____

First Aid Cases (Number & Describe) _____

_____

Rescues (Number & Describe) _____

_____

Remarks _____ Attn. to Date _____

_____ Attn. Today_____

_____ Attn. TOTAL_____

Preventive Action: Failed tests_____ Alcohol_____ Educational Contacts_____
Total_____

WEDNESDAY _____ Hours of Operation 11-_____ Weather _____

Staff On (& Hours Worked) _____

_____

First Aid Cases (Number & Describe) _____

_____

Rescues (Number & Describe) _____

_____

Remarks _____ Attn. to Date _____

_____ Attn. Today_____

_____ Attn. TOTAL_____

Preventive Action: Failed tests_____ Alcohol_____ Educational Contacts_____
Total_____

THURSDAY _____ Hours of Operation 11-_____ Weather _____

Staff On (& Hours Worked) _____

_____

First Aid Cases (Number & Describe) _____

_____

Rescues (Number & Describe) _____

_____

Remarks _____ Attn. to Date _____

_____ Attn. Today_____

_____ Attn. TOTAL_____

Preventive Action: Failed tests_____ Alcohol_____ Educational Contacts_____
Total_____

FRIDAY _____ Hours of Operation 11-_____ Weather _____

Staff On (& Hours Worked) _____

_____

First Aid Cases (Number & Describe) _____

_____

Rescues (Number & Describe) _____

_____

Remarks _____ Attn. to Date _____

_____ Attn. Today_____

_____ Attn. TOTAL_____

Preventive Action: Failed tests_____ Alcohol_____ Educational Contacts_____
Total_____

SATURDAY _____ Hours of Operation 11-_____ Weather _____

Staff On (& Hours Worked) _____

_____

First Aid Cases (Number & Describe) _____

_____

Rescues (Number & Describe) _____

Remarks _____ Attn. to Date _____

_____ Attn. Today_____

_____ Attn. TOTAL_____

Preventive Action: Failed tests_____ Alcohol_____ Educational Contacts_____
Total_____

Depth of water under diving boards on **SATURDAY**: 1 meter _____ 3 meter _____

Tank pressures on **SATURDAY**: _____ _____ _____

Total Preventive Action _____

Comments: _____

NOTE: This report is to be completed daily by the Manager or Senior Guard and submitted to the Beach Supervisor on the following Sunday.